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ABSTRACT

The document describes 20 workshops designed and offered by the Research and Training Center at the University of Wisconsin--Stout. These off-campus, short-term modular training programs for vocational evaluators, adjustment specialists, and floor supervisory personnel are intended to be completed on a step-by-step basis. The three modular training tracks focus on: (1) introductory programs (three workshops), (2) vocational evaluation (nine workshops), and (3) adjustment services (eight workshops). The workshops are approximately two and one-half days in length. The body of the document (25 pages) provides complete descriptions of each workshop indicating prerequisite training competencies and schedule of activities. The workshops cover the following topics: the role of the floor supervisor in rehabilitation programs, introduction to vocational evaluation, introduction to adjustment services, the use of the dictionary of occupational titles and job analysis, development and use of occupational information, behavior identification and analysis in rehabilitation facility services, commercial vocational evaluation systems, goal planning and monitoring in adjustment services, interpersonal skills in rehabilitation services, vocational evaluation planning, use of behavior principles in adjustment services, work sample document, and report writing in rehabilitation facility services. (BP)

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THE
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Announces

Modular Training Programs

IN
VOCATIONAL EVALUATION
and
ADJUSTMENT SERVICES

U.S. DEPARTMENT OF HEALTH
EDUCATION & WELFARE
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Preface

Rapid changes in the development and delivery of rehabilitation services has brought the importance of practitioner skill updating and basic competency development into sharp focus. Today's emphasis on the delivery of comprehensive services to severely disabled populations has created an additional need for skilled professionals serving these populations, particularly vocational evaluators and adjustment specialists. In order to help meet society's demand for effective workers in these occupations, the Research and Training Center, University of Wisconsin-Stout has developed modular training in the areas of Vocational Evaluation and Adjustment Services. Modular training is an innovative approach that allows sponsoring agencies considerable flexibility in meeting the training needs of their staff, while retaining client and referral agency responsibilities.

Modular training programs in Vocational Evaluation and Adjustment Services are supported in part by grant No. 16-P-56821/5 Social and Rehabilitation Services, U.S. Department of Health, Education, and Welfare, Washington, D.C.

May, 1975

Thomas Korn, Director of Training
Mike Lesnik, Training Specialist
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Table of Contents

Page

General Information 1

Program Descriptions

The Role of the Floor Supervisor in Rehabilitation Programs 4

Introduction to Vocational Evaluation 6

Introduction to Adjustment Services 8

Occupational Information in Rehabilitation Services: I
The Use of the Dictionary of Occupational Titles and
Job Analysis. 10

Occupational Information in Rehabilitation Services: II
Development and Use of Occupational Information 12

Behavior Identification and Analysis in Rehabilitation
Facility Services 14

Commercial Vocational Evaluation Systems. 16

Goal Planning and Monitoring in Adjustment Services 18

Interpersonal Skills in Rehabilitation Services 20

Vocational Evaluation Planning. 22

Use of Behavior Principles in Adjustment Services 24

Work Sample Development 26

Report Writing in Rehabilitation Facility Services. 28

General Information

Based upon its experience in conducting short-term training programs and recognizing the need for skilled vocational evaluators, adjustment specialists, and floor supervisory personnel faced by correctional, education, and rehabilitation agencies, the Research and Training Center, University of Wisconsin-Stout, is initiating off-campus modular training programs in these areas. These newly developed programs are offered in addition to regularly scheduled on-campus Vocational Evaluation and Adjustment Services training and duplicate the skill and informational content of the on-campus programs. Modular training programs offer sponsoring agencies flexibility in scheduling workshops and allows more individuals to be trained, while at the same time reducing per participant training cost. Individuals completing a modular training track in either Vocational Evaluation or Adjustment Services will have job skills comparable to those obtained through the completion of on-campus training programs.

Modular training tracks are intended to be completed on a step-by-step basis. Workshops other than *The Role and Function of the Floor Supervisor in Rehabilitation Programming*, *Introduction to Vocational Evaluation*, or *Introduction to Adjustment Services* all have prerequisite skill and information requirements. Complete descriptions of each training program indicating prerequisite trainee competencies are given in the following pages. Modular workshops average 2½ days in length.

The modular training tracks:

Introductory Modular Training Programs

1. *The Role and Function of the Floor Supervisor in Rehabilitation Programming* - 4½ days
2. *Introduction to Vocational Evaluation* - 2½ days
3. *Introduction to Adjustment Services* - 2½ days

Modular Training Track in Vocational Evaluation

1. *Introduction to Vocational Evaluation* - 2½ days
2. *Occupational Information in Rehabilitation Services I: The Dictionary of Occupational Titles and Job Analysis* - 2½ days
3. *Occupational Information in Rehabilitation Services II: Development and Use of Occupational Information* - 2½ days
4. *Behavior Identification and Analysis Methods in Rehabilitation Facility Services* - 2½ days
5. *Commercial Vocational Evaluation Systems* - 3½ days
6. *Interpersonal Skills in Rehabilitation Facilities Services* - 2½ days
7. *Vocational Evaluation Planning* - 2½ days
8. *Work Sample Development* - 2½ days
9. *Report Writing in Rehabilitation Facilities Services* - 2½ days

Modular Training Track in Adjustment Services

1. *Introduction to Adjustment Services* - 2½ days
2. *Occupational Information in Rehabilitation Services I: The Dictionary of Occupational Titles and Job Analysis* - 2½ days
3. *Occupational Information in Rehabilitation Services II: Development and Use of Occupational Information* - 2½ days
4. *Behavior Identification and Analysis Methods in Rehabilitation Facility Services* - 2½ days
5. *Goal Planning and Monitoring in Adjustment Services* - 2½ days
6. *Interpersonal Skills in Rehabilitation Facilities Services* - 2½ days
7. *Use of Behavior Principles in Adjustment Services* - 2½ days
8. *Report Writing in Rehabilitation Facilities Services* - 2½ days

Training conducted by the Research and Training Center has as its objective the development of specific professional competency on the part of each trainee. This objective is met by providing persons with skill development opportunities, as well as the learning of information. Participant competency development is facilitated through the use of a number of instructional modes including audiovisual techniques, small group activities, hands-on experience in the use of hardware, and lectures. Furthermore, all training programs are evaluated in order to determine training effectiveness so as to continually upgrade instructional methods.

The cost for all modular training is $20 per participant per training day. The minimum number of participants per workshop is 25. Each participant is provided with a program manual which is his to keep.

Sponsoring agencies are also asked to provide a meeting room and standard instructional equipment, including an overhead and 16 m/m projectors, a projection screen, and blackboard.

Agencies wishing to sponsor modular training programs should contact:

Training Director
Research and Training Center
Department of Rehabilitation and Manpower Services
University of Wisconsin-Stout
Menomonie, Wisconsin 54751

or call 1-715-232-1370.

THE ROLE OF THE FLOOR SUPERVISOR
IN REHABILITATION PROGRAMMING

This four- and one-half-day introductory training program is intended for those persons who fulfill the role of 'floor or line' supervisor in rehabilitation programs. There are no skill or information prerequisites for participation in this training session.

The principle outcomes of the workshop are participant ability to describe the role and function of the floor supervisor in the rehabilitation process, the relationship of the client to state agency services and personnel, the outcomes of vocational evaluation and adjustment services, and the role of the floor supervisor in promoting client occupational awareness in goal related vocational activities. Specialized skill training is given in the following areas: observing and recording client vocational behavior/performance and the modification of client behavior using verbal regulators and social modeling.

Topics presented include: *The Role of the Floor Supervisor in Rehabilitation Programming, Introduction to Vocational Evaluation, Critical Vocational Behavior, Introduction to Adjustment Services, Observing and Recording of Vocational Performance and Behavior, Introduction to Situational Analysis, Behavior Identification and Analysis Methods, Introduction to Situational Assessment, Overview of the State VR Agency, Categorizing Client Problems, Use of Behavior Objectives and Goal Planning, Introduction to Behavior Principles, Introduction to Occupational Information, Use of Behavior Principles, Interpersonal Skills in a Helping Relationship, Introduction to MTM/MODAPS, Rehabilitation and Production in Rehabilitation Services.*

The Role of the Floor Supervisor in Rehabilitation Programming

First Day		
9:00 -	AM	Introduction/Pre-Evaluation
		Gaming Activity
12:00		The Role and Function of the Floor Supervisor
1:00		Lunch
1:00 -		Introduction to Vocational Evaluation
		Critical Vocational Behaviors
4:30	PM	Introduction to Adjustment Services
Second Day		
9:00 -	AM	Observing and Recording Work Performance/Behavior
		Skill Development Exercises: Observing and Recording Work Performance/Behavior
12:00		Introduction to Situational Analysis
		Lunch
1:00 -		Behavior Identification and Analysis Methods
		Skill Development Exercises: Behavior Identification and Analysis Methods
		Introduction to Situational Assessment
4:30	PM	Overview: The State/Federal VR Agency
Third Day		
9:00 -	AM	Categorizing Client Problems
		Behavior Objectives/Goal Planning
		Lunch
1:00 -		Skill Development Exercises: Behavior Objectives/Goal Planning
4:30	PM	Introduction to Behavior Principles
Fourth Day		
9:00 -	AM	Introduction to Occupational Information
12:00		Use of Behavior Principles in Rehabilitation Services
		Lunch
1:00 -		Gaming Activity
4:30	PM	Interpersonal Skills
Fifth Day		
9:00 -	AM	An Introduction to MTM/MODAPS
		Rehabilitation and Production in Rehabilitation Services
12:00		Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Introduction to Vocational Evaluation

This two- and one-half day training session is intended as an introductory workshop for those persons who fulfill the role of vocational evaluator in educational, correctional, or rehabilitation programs. There are no skill or informational prerequisites for participation in this training session.

The principle outcomes of this workshop are participant ability to describe the role and funtion of a vocational evaluator; to describe vocational evaluation functionally; to identify the techniques used in vocational evaluation; to describe the use of occupational information resources as a part of the evaluation process, particularly the Dictionary of Occupational Titles; to describe the need for client feedback of evaluator results, evaluation report content, and the relationship of program evaluation to program effectiveness. Specialized skill training is provided in recording work performance and behavior observation in a descriptive, nonjudgmental manner.

Topics presented include: *Introduction to Vocational Evaluation, Interviewing in the Evaluation Process, Observing and Recording of Work Performance and Behavior, Overview of Commercial Vocational Evaluation Systems, The Dictionary of Occupational Titles and Occupational Information in Vocational Evaluation, Situational Assessment, Evaluation Planning, Behavior Identification and Analysis Methods, the Content-Based Evaluation Report and Goal Attainment Scaling.*

Introduction to Vocational Evaluation

First Day

9:00 - AM	Introduction/Pre-Evaluation
	Gaming Activity
12:00	Introduction to Vocational Evaluation
	Lunch
1:00 -	Film "Assessment"
	Interviewing in the Evaluation Process
	Observing & Recording Work Performance & Behavior
4:45 PM	Overview of Commercial Vocational Evaluation Systems
7:00 PM	Slide-Tape Presentations on Commercially Available Evaluation Systems

Second Day

9:00 - AM	Occupational Information in Vocational Evaluation
	Dictionary of Occupational Titles in Vocational
12:00	Evaluation
	Lunch
1:00 -	Situational Assessment
	Evaluation Planning
4:30 PM	Behavior Identification & Analysis Methods

Third Day

9:00 - AM	Case Studies
	Content-Based Evaluation Report
	Writing Recommendations
	Goal Attainment Scaling
12:00	Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Introduction to Adjustment Services

This introductory two- and one-half-day training session is intended for those persons who fulfill the role of Adjustment Specialist in educational, correctional, or rehabilitation programs. There are no skill or informational prerequisites for participation in this training program.

The principle outcomes of this workshop are participant ability to describe the role and function of the adjustment specialist, the relationship of vocational evaluation to adjustment services, the need for individualized planning in adjustment services, and the use of behavioral/performance objectives in individual adjustment planning. Specialized skill training is presented in the areas of observing and recording, behavior identification methods, goal planning/behavior objectives and the use of behavioral principles in client behavior change.

Topics presented include: *Introduction to Adjustment Services, Critical Vocational Behavior, The Use of Occupational Information in Adjustment Services, Categorizing Client Problems, Observing and Recording Work Performance and Work Behavior, Goal Planning/Behavioral Objectives, Behavior Identification and Analysis Methods, Use of Behavior Principles in Client Behavior Change, Introduction to Behavioral Counseling, Goal Attainment Scaling.*

Introduction to Adjustment Services

First Day

9:00	AM	Introduction/Pre-Evaluation Gaming Activities
12:00		Introduction to Adjustment Services Lunch
1:00		Introduction to Adjustment Services Critical Vocational Behavior Occupational Information in Adjustment Services
4:30	PM	Categorizing Client Problesm

Second Day

9:00	AM	Observing and Recording Work Performance and Behavior
12:00		Goal Planning/Behavior Objectives Lunch
1:00		Goal Planning Activities Behavior Identification and Analysis Methods
4:30	PM	Behavior Principles

Third Day

9:00	AM	Behavior Principles Behavior Counseling Goal Attainment Scaling
12:00		Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Occupational Information in Rehabilitation Services: I

Dictionary of Occupational Titles and Job Analysis

This two and one half day training session is intended for those persons who fulfill the role of Vocational Evaluator or Adjustment Specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in either the *Introduction to Vocational Evaluation*, *Introduction to Adjustment Services*, or *The Role of the Floor Supervisor in Rehabilitation Programming*.

The principle outcomes of this workshop are demonstrated trainee skill in the use of the Dictionary of Occupational Titles as a job information resource and the use of job analysis to develop job information. Specialized emphasis will be placed on trainee skill development in the recovery of job information from the Dictionary of Occupational Titles, use of the Dictionary of Occupational Titles in vocational counseling and interviewing, the development of job analysis skills, and use of the Dictionary of Occupational Titles and Job Analysis in appraising vocational assessment devices.

Topics presented include: *Occupational Information in Vocational Evaluation, Introduction to Job Analysis, Job Analysis: Skill Training, Overview of the Dictionary of Occupational Titles, Volume I: Skill Training, The Data-People-Things: Skill Training, Overview of The Dictionary of Occupational Titles, Volume II, Occupational Classification, Occupational Classification: Skill Training, Career Ladder, Career Ladders: Skill Training, Overview of Worker Trait Groups, Worker Trait Groups: Skill Training, Use of Supplement 1, Use of Supplement 2, Job Transfer Problems, Job Information in the Selection of Vocational Assessment Procedures.*

Occupational Information in Rehabilitation Services: I

Dictionary of Occupational Titles and Job Analysis

First Day		
9:00 -	AM	Introduction/Pre-Evaluation
		Occupational Information in Vocational Evaluation and Adjustment Services
	12:00	Introduction to Job Analysis
		Lunch
1:00 -		Skill Development Exercises: Job Analysis
		Overview of the Dictionary of Occupational Titles, Volume I
	4:30 PM	Skill Development Exercises: Job Definitions
Second Day		
9:00 -	AM	The Data-People-Things Concept
		Skill Development Exercises: Use of Data-People-Things Concept
		Overview of the Dictionary of Occupational Titles,
	12:00	Volume II
		Lunch
1:00 -		Occupational Classification/Career Ladders
		Skill Development Exercises: Use of Occupational Classification
		Worker-Trait Groups
	4:30 PM	Practicum Exercises: Job Analysis
Third Day		
9:00 -	AM	Use of Supplement I/Supplement 2
		Skill Development Exercises: Job Transfer Problems
		Use of Job Information in the Selection of Vocational Assessment Procedures
	12:00	Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Occupational Information in Rehabilitation Services: II

Development and Use of Occupational Information

This two- and one-half day training session is intended for those persons who fulfill the role of Vocational Evaluator or Adjustment Specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in *Occupational Information in Rehabilitation Services I:, and Introduction to Vocational Evaluation, or Introduction to Adjustment Services, or The Role of the Floor Supervisor in Rehabilitation Programming.*

The principle outcomes of this workshop are demonstrated trainee skill in developing occupational information materials for direct use with clients in evaluation or adjustment services, and in evaluating the usefulness of occupational information materials for use with specific client populations. Trainees will be able to describe the role of occupational information in fostering occupational awareness among Evaluation and Adjustment Services clients, the differential effectiveness of the principle methods of transmitting occupational information, and the use of real or simulated work as occupational information resources.

Topics presented include: *Occupational Information an Overview, Printed Occupational Information Materials, The Occupational Outlook Handbook, Audiovisual Occupational Information Materials, Media and Occupational Information, Guidelines for Development of Occupational Information Materials, Development of Occupational Materials for Client Use, Evaluation of Commercial Occupational Information Materials, Use of Real and Simulated Work as Occupational Information Resources.*

Occupational Information in Rehabilitation Services: II

Development and Use of Occupational Information

FIRST DAY

9:00 -	AM	Introduction/Pre-Evaluation Occupational Information An Overview
12:00		Printed Occupational Information Materials Lunch
1:00 -		The Occupational Outlook Handbook Audiovisual Occupational Information Materials Guideline for the Development of Occupational
4:30	PM	Information Materials

SECOND DAY

9:00 -	AM	Use of Media in Developing Occupational Information Materials Use of Real and Simulated Work as Occupational
12:00		Information Resources Lunch
1:00 -		Skip Development Exercise: Planning, Occupational Information Materials Evaluation of Commercial Occupational Information Materials Practicum Exercises: Developing Occupational
4:30	PM	Information Materials for Client Use

THIRD DAY

9:00 -	AM	Practicum Exercises: Developing Occupational Information Materials for Client Use Individual Presentations
12:00		Wrap-Up/Post-Evaluation

*There will be a 15-minute break each morning and afternoon session.

Behavior Identification and Analysis Methods
In Rehabilitation Facility Services

This two- and one-half day training session is intended for those persons who fulfill the role of vocational evaluator or adjustment specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in *Occupational Information in Rehabilitation Services: I* and either *Introduction to Vocational Evaluation* or *Introduction to Adjustment Services.*

The principle outcome of this workshop is demonstrated trainee skill in the use of behavior identification and analysis methods, including rating scales, observation methods, and behavior/performance analysis techniques.

Topics presented include: *Review of Observing and Recording Behavior, Observing and Recording Practicum, Behavior Observation Techniques and Activities, Behavior Rating Formats, Use of Performance Curves, Procedures in Behavior Analysis, Situational Analysis.*

Behavior Identification and Analysis Methods

First Day

9:00 - AM	Staff Introduction/Pre-Evaluation
	Review of Observing and Recording Behavior
	Review of Observing and Recording Behavior and Activities
12:00	
	Lunch
1:00 -	Observing and Recording Activities
	Use of Performance Curves
4:30 PM	Behavior Analysis

Second Day

9:00 - AM	Behavior Observation Techniques
12:00	Behavior Observation Techniques and Activities
	Lunch
1:00 -	Behavior Rating Formats
4:30 PM	Behavior Rating Formats and Activities

Third Day

9:00 - AM	Situational Analysis
	Open Discussion
12:00	Wrap-Up and Post/Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Commercial Vocational Evaluation Systems

This three- and one-half day training session is intended for those persons who fulfill the role of vocational evaluator in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in the *Introduction to Vocational Evaluation* and *Occupational Information in Rehabilitation Services: I.*

The principle outcome of this workshop is demonstrated trainee skill in the use of commercial vocational evaluation systems as it relates to potential uses, assets, limitations, and overall knowledge of each system.

Topics presented include: *The Role of the Work Sample in Vocational Evaluation; Discussion and Assessment of Commercial Evaluation Systems: Singer/Graflex, Talent Assessment Programs, Wide Range Employment Sample Test, JEVS, TOWER, Valpar, and McCarron-Dial Evaluation Systems; EEOC Guidelines; Norms and Scoring; Developing Local Norms; DOT Relationship to Systems; Reliability and Validity; Evaluation and Career Planning; Analyzing Evaluation Results; Extending the Systems; Practicum on Vocational Evaluation System.*

Commercial Vocational Evaluation Systems

First Day

9:00	AM	Staff Introduction/Pre-Evaluation
		The Role of the Work Sample in Vocational Evaluation
12:00		Introduction to Commercial Evaluation Systems
		Lunch
1:00		Singer/Graflex System
4:30	PM	Wide Range Employment Sample Test Battery

Second Day

9:00	AM	Tower Evaluation System
12:00		Talent Assessment Program (Tap System)
		Lunch
1:00		Talent Assessment System Continued
4:30	PM	JEVS Work Sample System

Third Day

9:00	12:00	Valpar Work Sample System
1:00		Lunch
		McCarron-Dial Work Sample System
		EEOC Guidelines
		Developing Local Norms
4:30	PM	DOT Relationship to Systems

Fourth Day

9:00	AM	Reliability and Validity
		Analyzing Evaluation Results
		Extending to Systems
12:00		Wrap-Up/Post-Evaluation

*There will a 15-minute break during each morning and afternoon session.

Goal Planning and Monitoring in Adjustment Services

This two-day training session is intended for those individuals who fulfill the role of adjustment specialist in educational, correctional, or rehabilitation programs. The skill and information prerequisites required for participation in this training program are developed through participation in *Behavior Identification and Analysis Methods in Rehabilitation Services*, and either *Introduction to Adjustment Services*, or *The Role and Function of the Floor Supervisor in Rehabilitation Programming*.

The principle outcome of this workshop is demonstrated trainee skill in analyzing client performance problems, writing goals in behavioral terms, writing case goal plans, and evaluating treatment program effectiveness using the Goal Attainment Scaling technique. Trainees will also be able to describe the need for behavioral objectives in conducting adjustment services, the need for using a goal planning technique as a client treatment method, and the rationale for evaluating the effectiveness of client treatment programs.

Topics presented include: *Categorizing Client Problems, Writing Behavioral Performance Objectives, Goal Planning, Goal Attainment Scaling, Small Group Skill Development Activities.*

Goal Planning and Monitoring in Adjustment Services

First Day

9:00	AM	Introduction/Pre-Evaluation Activity
12:00		Goal Planning/Behavioral Objectives
		Lunch
1:00		Small Group - Re-writing Vague Phrases Categorizing Client Problems
4:30	PM	Small Group - Categorizing Client Problems
7:00	PM	Voluntary - Review Slide Tape Presentations and Major Principles of Techniques (Individual
8:30	PM	Assistance)

Second Day

9:00	AM	Small Group Activities and Plan for Case Studies
12:00		Small Group - Case Plans
		Lunch
1:00		Small Group - Case Plans
		Goal Attainment Scaling
		Small Group - Goal Attainment Scaling Activity
4:00		Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Interpersonal Skills in Rehabilitation Services

This two- and one-half day training session is intended for those persons who fulfill the role of vocational evaluator or adjustment specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in: *Occupational Information in Rehabilitation Services: II*, and *Behavior Identification and Analysis Methods in Rehabilitation Services*.

The principle outcome of this workshop is trainee ability to describe the 'core' condition for facilitative interaction, to identify an affective mode of client response, to respond to client verbalization at an effective level, to describe the importance of providing client feedback and the use of occupational information in interviewing.

Topics presented include: *Overview of Interpersonal Skills, Identifying Client Affective Responses, Intake Interviewing, Feedback Interviewing, Use of Verbal Regulators in Client Interaction, Use of Protocol Regulators, Use of Occupational Information in Feedback Interviewing, Practicum in Interpersonal Skills.*

Interpersonal Skills in Rehabilitation Services

First Day

9:00 - AM	Introduction/Pre-Evaluation
	Overview of Interpersonal Skills
12:00	Lunch
1:00 -	Identifying Client Affective Responses
	Practicum in Identifying Client Affective Responses
4:30 PM	Intake Interviewing

Second Day

9:00 - AM	Practicum in Intake Interviewing
	Use of Verbal Regulators in Client Interaction
12:00	Practicum in Use of Verbal Regulators
	Lunch
1:00 -	Use of Protocol Regulators in Client Interaction
	Practicum in Use of Protocol Regulators
	Use of Occupational Information in Feedback Interviewing
4:30 PM	Practicum in Use of Occupational Information

Third Day

9:00 - AM	Feedback Interviewing
	Practicum in Feedback Interviewing
12:00	Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Vocational Evaluation Planning

This two- and one-half-day training session is intended for those persons who fulfill the role of Vocational Evaluator in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in *Occupational Information in Rehabilitation Services: I, Behavior Identification and Analysis Methods*, and *Commercial Vocational Evaluation Systems*.

The principle outcomes of this workshop are demonstrated trainee skill in writing individualized vocational evaluation plans and testable vocational hypotheses. Workshop participants will be able to describe the relationship of individualized vocational evaluation plans to program evaluation, the relationship of information needs to client referral information, the relationship of assessment devices to vocational hypotheses and the use of the data-people-things concept in evaluation planning. Participants will be able to describe to referral sources the need for behaviorally-stated referral questions, the need for evaluator referral source communication, plan modification and client feedback.

Topics presented include: *Individualized Vocational Evaluation Planning, Analysis of Client Referral Information, Developing Information Needs, Occupational Information as Criteria in Vocational Assessment, Evaluation/Referral Source Communication, Developing Vocational Hypotheses, Use of the Data-People-Things Concept, Plan Modification, Feedback Interviewing, Vocational Evaluation Planning in Program Evaluation, Practicum Experience in Vocational Evaluation Planning.*

Vocational Evaluation Planning

First Day

9:00 - AM	Introduction/Pre-Evaluation Individualized Vocational Evaluation Planning
12:00	Analysis of Client Referral Information Lunch
1:00 -	Developing Information Needs Skill Development Exercises: Writing Information Needs Occupational Information As Criteria In Vocational Assessment
4:30 PM	Evaluator/Referral Source Communication

Second Day

9:00 - AM	Developing Vocational Hypotheses Skill Development Exercises: Writing Vocational Hypotheses Use of Data-People-Things in Evaluation Planning Skill Development Exercises: Use of Data-People-Things
12:00	Lunch
1:00 -	Practicum Exercises: Development of Individualized Vocational Evaluation Plans Plan Modification
4:30 PM	Feedback Interviewing

Third Day

9:00 - AM	Practicum Exercises: Development of Individualized Vocational Evaluation Plans Vocational Evaluational Planning & Program Evaluation
12:00	Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Use of Behavior Principles in Adjustment Services

This two- and one-half day training session is intended for those persons who fulfill the role of adjustment specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in the *Behavior Identification and Analysis*, *Goal Planning and Monitoring*, and *Interpersonal Skills in Rehabilitation Services*.

The principle outcome of this workshop is demonstrated trainee skill in the use of behavior principles, behavior counseling, selection and identification of reinforcers, schedules of reinforcement, as well as many counseling techniques which can be used in rehabilitation programs.

Topics presented include: *An Overview of Behavior Counseling*, *Activities on Behavior Principles*, *Selection and Identification of Reinforcers*, *Schedules of Reinforcement*, *Systematic Desensitization*, *Social Modeling*, *Self As A Model*, *Assertiveness Training*, *Operant Conditioning*, *Behavior Contracting*, *Role Playing Activities*.

Use of Behavior Principles in Adjustment Services

First Day

9:00 - AM	Staff Introduction/Pre-Evaluation
12:00	Overview of Behavior Counseling
	Lunch
1:00 -	Selection and Identification of Reinforcers
	Operant Learning
	Schedules of Reinforcement
4:30 PM	Behavior Contracting

Second Day

9:00 - AM	Systematic Desensitization
12:00	Social Modeling and Activities
	Lunch
1:00 -	Self As A Model
4:30 PM	Assertiveness Training and Activities

Third Day

9:00 - AM	Cognitive Techniques
	Aversive Techniques/Ethical Implications
12:00	Open Discussion, Staff Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.

Work Sample Development

This two- and one-half day training session is intended for those persons who fulfill the role of vocational evaluator in educational, correctional, or rehabilitation programs. The skill and informational prerequisites required for participation in this training program are developed through participation in: *Occupational Information in Rehabilitation Services: II, Behavior Identification and Analysis Methods in Rehabilitation Services*, and *Commercial Vocational Evaluation Systems*.

The princple outcome of this workshop is demonstrated trainee skill in analyzing program orientations to determine work sample need and the development of a rough draft of a work sample manual.

Topics presented include: *Introduction to Work Sample Development, Determining Need and Content, The Dictionary of Occupational Titles in Work Sample Development, Overview of Work Sample Format, Work Sample Write-Up Small Group Presentation of Work Samples.*

Work Sample Development

First Day

9:00 - AM	Introduction, Overview, and Pre-Evaluation Activity
12:00	Introduction to Work Sample Development
	Lunch
1:00 -	The DOT in Work Sample Development
	Overview of Work Sample Manual Format
	Small Groups--Write-Up of Introduction to Work Sample Manual
4:30 PM	

Second Day

9:00 - AM	Construction, Instruction to Evaluators, and Administration
	Small Groups--Write-Up of Construction, Instruction to Evaluators, and Adminstration
12:00	
	Lunch
1:00 -	Developing Scoring and Norming Procedures
	Film--"Industrial Engineering in Vocational Rehabilitation
	Observation Procedures
	Small Groups--Write-Up Scoring, Norming, and Observational Procedures
4:30 PM	

Third Day

9:00 - AM	Determining Reliability and Validity
	Insights--Field Trial and Modification
	Participant Sharing of Work Samples
12:00	Wrap-Up and Post-Evaluation

*There will a 15-minute break during each morning and afternoon session.

Report Writing in Rehabilitation Facility Services

This two- and one-half day training session is intended for those persons who fulfill the role of vocational evaluator or adjustment specialist in educational, correctional, or rehabilitation programs. The skill and informational prerequisites for participation in this training program are developed through participation in *Occupational Information in Rehabilitation Services: I, Behavior Identification and Analysis Methods in Rehabilitation Facility Services*, and *Vocational Evaluation Planning*.

The principle outcome of this workshop is demonstrated trainee skill in developing report formats and writing reports which meet the needs of referral agencies and contractual requirements.

Topics presented include: *Report Writing--Content and Style; Review of the Dictionary of Occupational Titles; Methods of Evaluation Reporting: Checklists, Checklist Narrative, Narrative; Utilizing Evaluation Plans; Analysis of Evaluation Results; Staffing Preparation; Practicums in Report Writing.*

First Day

9:00 - AM	Staff Introduction/Pre-Evaluation
12:00	Report Writing--Content and Style
	Lunch
1:00 -	Review of the DOT
	Introduction to Report Writing Formats
4:30 PM	Small Groups

Second Day

9:00 - AM	Utilizing Evaluation Plans
12:00	Analysis of Evaluation Results
	Lunch
1:00 - 4:30 PM	Report Writing Activities

Third Day

9:00 - AM	Comparison of Small Group Report Writing Activities
	Staffing Preparation
12:00	Wrap-Up/Post-Evaluation

*There will be a 15-minute break during each morning and afternoon session.